

**BY ORDER OF THE COMMANDER,  
PACIFIC AIR FORCES**



**PACAF DIRECTORY 90-220**

**2 NOVEMBER 2001**

**Command Policy**

**LOGISTICS QUALITY ASSESSMENT/  
CONTRACTING MISSION PERFORMANCE  
CHECKLIST**

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OPR: HQ PACAF/LGCP (Maj Gary L. Henry)

Certified by: HQ PACAF/LGC  
(Col Glenn T. Whitaker)

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This Contracting Quality Assessment and attached Mission Performance Checklist implements AFD 90-2, *Inspector General-The Inspection System*. It applies to wing-level contracting operations. This directory supports guidance in the following AF Policy Directives, AF Manuals, AF Instructions, AF Regulations, and PACAF Instructions. This directory applies to Air National Guard (ANG) units when published in ANGIND2 and does not apply to US Air Force Reserve units and members.

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this directory in conjunction with the annual Unit Self-Assessment. The objective is to identify deficiencies, which preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. This directory may be used in whole or in part by HHQ during visits or exercises. Users may add any item(s), which, in the exercise of good judgment, requires examination.

The attached Mission Performance Checklists represent key processes, procedures, and requirements that must be accomplished to ensure successful mission accomplishment by wing level contracting operations. **Items critical to the proper operation of the subfunctional areas and require special vigilance are identified by a pound sign (#).** The HQ PACAF Inspector General will grade these items during Unit Compliance Inspection (UCI) visits.

**SUMMARY OF REVISIONS**

Updated references. Identified critical areas for compliance inspection with a pound sign (#). The majority of this checklist has been revised in some way. Users should consider it a replacement of previous versions.

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PAMELA D. CARTER, Colonel, USAF  
Assistant Director of Logistics

**Attachment 1****LEADERSHIP AND MANAGEMENT CHECKLIST****A1.1. Command Section**

A1.1.1. (#)Has HQ PACAF/LGC approved all noncompetitive acquisitions over \$500,000? (PAF-FARS 5306.304-90)

A1.1.2. Is the contracting squadron organized in accordance with the intent of AFI 38-101? (AFI 38-101; AFI 64-109, para. 3.1.9)

A1.1.3. Have standard contracting administrative lead times and/or firm cut-off dates for submission of purchase requests (PRs) at fiscal year end been published in a letter or advance contract planning guide to all base agencies? (AFI 64-109, para 3.3.3)

A1.1.4. (#)Is there evidence that the commander of the base contracting squadron effectively monitors the squadron's self-inspection program? (AFI 64-109, para 3.3.12)

**A1.1.5. #** Is there a system in place to control contractor access to the contracting office? (AFI 64-109, para 3.1.8)

**A1.2. Contracting Officer Appointments**

A1.2.1. (#)Is a PACAF Form 222, Application for Appointment as a Contracting Officer, accomplished for all appointed contracting officers? (PAFFARS 5301.603-3(c))

A1.2.2. (#)Are contracting officer warrants issued using the language substantially as stated in PAF-FARS 5301.603-3(90)(a)? (PAFFARS 5301.603-3(90)(a))

A1.2.3. (#)Are other non-contracting ordering officers appointed in writing by the PACAF Contracting Squadron Commander? (PAFFARS 5301.690(8))

**A1.3. Customer Education**

A1.3.1. Is an aggressive customer education program in place? (AFI 64-109, para 3.3.15)

A1.3.2. Does customer training focus on Acquisition Reform and specific areas needing attention as identified by the contracting office? (AFI 64-109, para 3.3.15)

**A1.4. Ratifications**

A1.4.1. (#)Are ratifications processed IAW PAFFARS 5301.602-3? (PAFFARS 5301.602-3)

**A1.5. Small Business Program (Applies to 3 CONS, 15 CONS, 36 CONS, and 354 CONS)**

A1.5.1. Is the unit Small Business Specialist (SBS) appointed in writing? (AFI 64-201, para 3.1 and 3.2)

A1.5.2. Is there evidence that the small business specialists does, or causes to be done, the following:

A1.5.2.1. (#)Reviews and makes recommendations for all acquisitions over \$10,000? (AFI 64-201, para 3.3 DFARS 219.201 (d) (10)(A) DFARS 219.201 (d)(10)(B))

A1.5.2.2. (#)Maintains an outreach program? (AFI 64-201, para 3.3 DFARS 219.201(e)(v))

A1.5.2.3. (#)Aids, counsels, and assists small business, small disadvantaged business, historically black colleges and universities, and minority institutions? (AFI 64-201, para 3.3 DFARS 219.201(e)(v))

A1.5.2.4. (#)Reviews and comments on subcontracting plans? (DFARS 219.201 (e)(vii))

A1.5.3. (#)Do contracts with the SBA contain the written certification of SBA's competency to perform? (FAR 19.800(c))

A1.5.4. (#)Are 8(a) contract formats IAW FAR 19.811? (FAR 19.811)

A1.5.5. (#)Develops, coordinates, implements, and tracks progress of unit small business plan designed to meet SAF/SB goals? (AFI 64-201, para 3.3)

#### A1.5.6. Small Business Set-Asides

A1.5.6.1. (#)Are the provisions and clauses prescribed by FAR 19 included in small business set-aside solicitations? (FAR 13.003 FAR 19)

A1.5.6.2. (#)Are all purchase orders \$2,500 to \$100,000 set-aside for small business, unless the contracting officer determines there is no reasonable expectation of obtaining quotations from two or more responsible small business concerns that will be competitive? (FAR 19.502-2(a))

A1.5.6.3. (#)For orders set aside for small business concerns resulting in receipt of quotations from only one responsible, qualified offeror, has the contracting officer documented price reasonableness? (FAR 19.502-2(a))

A1.5.6.4. (#)If small business set-asides are dissolved, is the action documented by the contracting officer? (FAR 19.502-2(a))

A1.5.6.5. (#)If the action exceeds \$25,000, is documentation done on a DD 2579 and reviewed by the small business specialist? (AFFARS 5319.501(c))

A1.5.7. (#)Has the unit SB Program plan been implemented? (AFI 64-201, para 3.3)

#### A1.6. Contract Review Committee

A1.6.1. (#)Is the contract review committee's effectiveness determined by the quality of contract documents and the lack of repeat comments from HQ PACAF/LGCR reviews? (PAFFARS 5301.9090-2(a))

A1.6.2. (#)Have local clearance procedures been established for actions below the PACAF review thresholds? (PAFFARS 5301.9090-2(d))

A1.6.3. (#)Have local procedures been established for management review of objectives prior to negotiation for acquisitions below the review threshold? (PAFFARS 5315.406-1(b))

**Attachment 2****CONTINGENCY CONTRACTING CHECKLIST****A2.1. Program**

A2.1.1. (#)Does the office have a Contingency Contracting Support Plan (CCSP)? (AFFARS Appendix CC)

A2.1.2. (#)Have all applicable wing operational plans (OPLANS), host-tenant support agreements, inter-command service agreements, host-nation support agreements, and applicable joint support plans been reviewed to determine unit deployment support requirements? (AFFARS Appendix CC)

A2.1.3. (#)Has the local support plan been approved by the commander in the organizational chain above the local contracting activity? (AFFARS Appendix CC)

A2.1.4. (#)Are actions accomplished and dollars obligated while deployed reported as required by AFFARS Appendix CC? (AFFARS Appendix CC)

A2.1.5. (#)Are after action reports accomplished within 30 days after redeployment and do they contain the necessary information? (AFFARS Appendix CC)

**A2.2. Personnel**

A2.2.1. (#)Are sufficient qualified contingency contracting officers (CCOs) available to support deployment commitments? (AFFARS Appendix CC)

A2.2.2. (#)Is training provided to all CCOs? (AFFARS Appendix CC)

**A2.3. Kits**

A2.3.1. (#)Have pre-assembled contingency contracting deployment kits been established in accordance with AFFARS Appendix CC and are they current (checked annually or after revision of the unit's contingency support plans)? (AFFARS Appendix CC)

A2.3.2. (#)Are deployment kits tailored to deployment requirements anticipated in the CCSP? (AFFARS Appendix CC)

**Attachment 3****PLANS AND PROGRAMS CHECKLIST****A3.1. Systems Management****A3.1.1. Report/Reporting**

A3.1.1.1. (#)Does the systems manager assemble and present management analysis? For example, does the SPS manager provide at least monthly, a metric or critique for management review? (AFI 64-102.6)

A3.1.1.2. (#)Are all DD350 reports prepared during the month, including corrections, submitted no later than the tenth day of the month following the report month? (AFFARS 5304.670-3)

A3.1.1.3. (#)Are DD350 submissions tracked to ensure receipt at the J001? (PACAF Policy)

A3.1.1.4. (#)Are DD1057 reports prepared not earlier than the 1st and not later than the 3rd of the month? (DFARS 204.670-3(b)(2))

**A3.1.2. Procedures**

A3.1.2.1. (#)Are interface problems recognized and corrected in a timely manner? (PACAF Policy)

A3.1.2.2. (#)Is the interface with the SBSS system accomplished at least once every day? (PACAF Policy)

**A3.1.3. Automation Contingency Plan/Procedures**

A3.1.3.1. (#)Has an emergency/contingency plan been established? (AFI 33-112, para 12.4)

A3.1.3.2. (#)Are management analysis and support flight personnel familiar with the emergency/contingency plan? (AFI 33-112, para 12.4)

A3.1.3.3. (#)Are weekly "full system" and daily "incremental" backups made of the SPS (PD2) database server and stored off site? (PACAF Policy)

**A3.1.4. Use of Electronic Posting System (EPS)**

A3.1.4.1. (#)Have all posting systems been migrated to EPS? (FAR 5.102)

A3.1.4.2. (#)Are all solicitations made available to the contractors electronically? (FAR 5.102)

A3.1.4.3. (#)For solicitations, which were provided on paper, was an electronic method utilized first? (FAR 5.102)

**A3.2. Training**

A3.2.1. (#)Is there a comprehensive training program that mixes formal, proficiency, and on-the-job-training? (AFI 64-109, para 3.3.13 and 3.3.14)

A3.2.2. (#)Have all personnel met or are progressing toward meeting the standards of the Acquisition Professional Development Program (APDP)? (AFI 64-109, para 3.3.13 and 3.3.14)

A3.2.3. (#)Are acquisition personnel being afforded the opportunity to receive an average of 40 hours annually of continuing education and training or 80 hours over a two-year period? (AFI 64-109, para 3.3.13 and 3.3.14)

A3.2.4. (#)Does the office maintain a master file on in-house proficiency training? (AFI 64-109, para 3.3.13 and 3.3.14)

A3.2.5. (#)Does the squadron OJT Program have commander emphasis and visibility to ensure effective management and oversight? (AFI 36-2201, para 4.9.1 and AFI 36.2247, para 1.1.1 and 1.1.7)

A3.2.6. (#)Does the commander track OJT status for enlisted personnel in upgrade and qualification training? (AFI 36-2247, para 1.1.2)

A3.2.7. (#)Is the Superintendent/UTM working with the Flight Chiefs/Supervisors to ensure trainees are trained and classified in their proper AFSC? (AFI 36-2201, para 4.10.1 and 4.10.2.1)

A3.2.8. (#)Does the Superintendent/UTM maintain the current CFETP and applicable Air Force Job Qualification Standard (AFJQS) for each enlisted specialty in the unit? (AFI 36-2201, para 4.10.13)

A3.2.9. (#)Does the superintendent/UTM brief status of OJT to the Commander and Flight Chiefs/Supervisors at least monthly? (AFI 36-2201, para 4.10.14.1)

A3.2.10. (#)Has the supervisor developed a work center Master Task Listing? (AFI 36-2201, para 4.10.9)

A3.2.11. (#)Are trainees provided upgrade training by a qualified trainer? (AFI 36-2201, para 4.11.7.1)

A3.2.12. (#)Are Air Force directed core tasks certified by a qualified task certifier? (AFI 36-2201, para 4.11.8.1 and 4.11.8.3)

A3.2.13. (#)Does the Flight Chief/Supervisor seek assistance on obtaining training core tasks not within work center capability? (AFI 36-2201, para 4.11.11.1)

A3.2.14. (#)Does the Flight Chief/Supervisor verify requirements established by CFETPs are met prior to recommending upgrade action? (AFI 36-2201, para 4.11.8.4)

A3.2.15. (#)Does the Flight Chief/Supervisor conduct initial evaluations on newly assigned personnel? (AFI 36-2201, para 4.11.3)

A3.2.16. (#)Do training records show current qualifications and training requirements? (AFI 36-2201, para 4.11.9.2)

### **A3.3. Quality Assurance Program**

A3.3.1. (#)Has the commander assigned a full-time quality assurance program coordinator (QAPC) for service contracts and executed a training program for quality assurance (QA) personnel on contract responsibilities? (AFI 63-124, para 1.2.6.3)

A3.3.2. (#)Has the commander organized a semi-annual meeting to update the Installation Commander on the health of the installation's contract services program? (AFI 63-124, para 1.2.6.1)

A3.3.3. (#)Has the commander formed BRAGs with the needed set of skills? (AFI 63-124, para 1.2.6.2)

A3.3.4. Quality Assurance Personnel

A3.3.4.1. (#)Do FCs/FDs assign primary and alternate QA personnel unless another QA organization or method is used to satisfy surveillance requirements (e.g., centralized performance management office)? (AFI 63-124, para 1.2.7.3)

A3.3.4.2. (#)Are QA personnel appointed and trained prior to assuming QA responsibility and a written appointment forwarded to the Contracting Officer? (AFI 63-124, para 1.2.7.3)

A3.3.4.3. (#)Are competent and capable functional experts assigned to the BRAG who will be available full time or as warranted by the procurement cycle? (AFI 63-124, para 1.2.7.1)

A3.3.4.4. (#)Are exceptions to AFI 63-124 procedures obtained when applicable? (AFI 63-124, Attachment 2)

A3.3.4.5. (#)Is AFI 63-124 used to develop Statements of Work (SOW) for all service contracts over \$100,000 annually unless exempted by the criteria in Attachment 2? (AFI 63-124, preface)

A3.3.4.6. (#)If not, is a written determination signed at the appropriate level in the file documenting AFI 63-124 is inappropriate? (AFI 63-124, Attachment 2)

A3.3.4.7. (#)Does the contracting officer furnish the name of the QA personnel (and include a brief resume of duties to be performed) and any limitations to the contractor, in writing, prior to contract commencement and upon change of surveillance personnel? (AFI 63-124, para 1.2.9.2)

A3.3.4.8. (#)Has the QAPC trained Quality Assurance personnel? (AFI 63-124, para 1.2.10.1; AFI 64-108, para.1.5.6.2)

A3.3.4.9. (#)Was an initial funds review conducted within 30 days of contract completion? Review must include date of review, funds status, and resulting actions taken? (AFFARS 5304.804-5)

A3.3.4.10. (#)Has a QASP been developed which specifies how inspection and acceptance of services is to occur? (AFI 63-124, para 4.1.7)

A3.3.4.11. (#)Have QA personnel received both Phase 1 and Phase 2 training prior to assuming QA responsibilities? (AFI 63-124, para 4.2.2)

A3.3.4.12. (#)Has the QAPC completed QAPC training conducted by AETC prior to conducting Phase 1 training? (AFI 63-124, para 4.2.2.1)

A3.3.4.13. (#)Is the QAPC who is conducting Phase 1 training using the approved training material developed by AETC instructors? (AFI 63-124, para 4.2.2.2)

A3.3.4.14. (#)Was Phase 2 training performed by the contract administrator for each contract monitored? (AFI 63-124, para 4.2.2.3)

A3.3.4.15. Is there documentation of QA Personnel evaluation of contractor's performance in accordance with the QASP? (AFI 63-124, para 1.2.8.1)

A3.3.4.16. Do QA Personnel maintain surveillance documentation in file? (AFI 63-124, para 1.2.8.3)

A3.3.4.17. Is the Service Delivery Summary (SDS) written in the appropriate format? (AFI 63-124, Attachments 4 & 5)

#### **A3.4. Government Wide Purchase Card**



A3.4.1. (#)Has the cardholder limited purchases to transactions under his or her single purchase limit? (AFI 64-117, para 3.2.1)

A3.4.2. (#)Does the total value of the cardholder's purchase for any single month exceed the monthly cardholder limit established by the approving official? (AFI 64-117, para 3.2.2)

A3.4.3. (#)Do the requiring activities send written requests designating the proposed cardholder and approving official? (AFI 64-117, para 3.1)

A3.4.4. (#)Do the requiring activities send written requests describing the types of purchase to be made with the Government Purchase Card (GPC) to the Installation Purchase Card Program Manager (IPCPM) to set up an GPC account? (AFI 64-117, para 3.1)

A3.4.5. (#)Does the IPCPM with the organizational approving official tailor the merchant activity codes to reflect the cardholder's duties, office/activity and mission? (AFI 64-117, para 3.3)

A3.4.6. (#)Has the IPCPM provided a delegation of authority letter, signed by the Contracting Squadron Commander, to the cardholder? (AFI 64-117, para 3.4)

A3.4.7. (#)Have persons other than the cardholder made purchases with the GPC? (AFI 64-117, para 4.3.5.1)

A3.4.8. (#)Are items purchased over-the-counter available within one billing cycle? (AFI 64-117, para 4.3.5.2.2)

A3.4.9. (#)Are items purchased over the telephone delivered during the 30-day billing? (AFI 64-117, para 4.3.5.2.2)

A3.4.10. (#)Are there supporting written approvals from specified controlling agencies for photographic, potential hazardous materials, civil engineer supplies and real property installed equipment, communication and computer equipment/software, and other buys? (AFI 64-117, para 2.2)

A3.4.11. (#)Are unauthorized purchases identified and documented? (AFI 64-117, para 2.4)

A3.4.12. (#)Are purchases of non-expendable equipment/supplies approved in advance by COS, Equipment Management Section? (AFI 64-117, para 2.3)

A3.4.13. (#)Are funds available to pay for each item purchased? (AFI 64-117, para 4.3.5.3.1.2)

A3.4.14. (#)Are all purchases made on a FOB destination basis only? (AFI 64-117, para 4.3.5.3.1.4)

A3.4.15. (#) Is the cardholder distributing purchases equitably among qualified sources? (AFI 64-117, para 4.3.5.3.1.5)

A3.4.16. (#)Does the cardholder document the record regarding competition and reasonableness of price when necessary? (AFI 64-117, para 4.3.5.3.1.6)

A3.4.17. (#)Has the cardholder "split requirements" to stay within the required dollar parameter? (AFI 64-117, para 4.3.5.2.1)

A3.4.18. (#)Does the cardholder maintain a copy of the receipts for each purchase? (AFI 64-117, para 4.3.5.3.1.1)

A3.4.19. (#)Does the cardholder reconcile information on the monthly statement of account (SOA)? (AFI 64-117, para 4.3.5.5)

A3.4.19.1. Are there descriptions for each purchase? (AFI 64-117, para 4.3.5.5)

A3.4.19.2. Is the appropriate AF Form 4009 number entered? (AFI 64-117, para 4.3.5.5)

A3.4.19.3. Are all supporting documents attached? (AFI 64-117, para 4.3.5.5)

A3.4.19.4. Has the statement been signed, and forwarded to the approving official? (AFI 64-117, para 4.3.5.5)

A3.4.20. (#)Does the cardholder complete the reconciliation process and forward the statement of account to the approving official within three calendar days of receipt? (AFI 64-117, para 4.3.5.5.6)

A3.4.21. (#)If the cardholder cannot review the statement at the time it is received, does he/she make the records available to the approving official for review and certification of the statement? (AFI 64-117, para 4.3.5.7)

A3.4.22. (#)In cases as described above, does the approving official annotate the statement as to why the cardholder's signature is not available and does the approving official review the statement with the cardholder upon his or her return? (AFI 64-117, para 4.3.5.7)

A3.4.23. (#)Does the approving official review each of their cardholder's monthly statement(s)? (AFI 64-117, para 4.3.5.7)

A3.4.24. (#)Does the approving official sign the monthly summary statement, and forward the monthly summary statement and the monthly cardholder's statement(s) to the finance office within five calendar days after receipt from the Bank? (AFI 64-117, para 4.3.5.7)

A3.4.25. (#)Is the cardholder handling disputes in accordance with the established procedures? (AFI 64-117, para 4.3.5.6)

A3.4.26. (#)For purchases of repair of office equipment, has the cardholder coordinated with the contracting office to ensure the equipment was not covered under an existing preventive maintenance agreement? (AFI 64-117, para 2.3.2)

A3.4.27. (#)Is the cardholder complying with the Affirmative Procurement Program? (AFI 63-117, para 4.3.5.3.1.9)

A3.4.28. Are Accountable Officer requirements being met? (AFI 64-117, Attachment 5)

A3.4.29. (#)Is there an approval letter for contract actions under the micro-purchase threshold when the GPC is not used? (DFARS 213.270)

### **A3.5. Convenience Checks**

A3.5.1. (#)Was there an AF Form 4009, Funding Document, processed to establish a Convenience Check Account? (AFI 64-117, para 3.6)

A3.5.2. Are Convenience checks maintained under a separate purchase card account number? (AFI 64-117, para 3.6.1.5)

A3.5.3. Are quarterly reviews of each checkbook account being conducted by the billing official? (AFI-64-117, para 3.6.1.6)

A3.5.4. (#)Does any check written exceed the \$2,500 limit? (AFI 64-117, para 3.6.1.7)

A3.5.5. Are checks stored in a locked container? (AFI 64-117, para 13)

**Attachment 4****SERVICE AND SUPPLY CONTRACTS CHECKLIST****A4.1. Service/Supply Contracts--Pre-Award****A4.1.1. Acquisition Plan/Milestones/Acquisition Strategy**

A4.1.1.1. (#)For an acquisition that exceeded the simplified acquisition threshold, was market research conducted to determine sources and availability of commercial items? (FAR 10.001)

A4.1.1.2. (#)For an acquisition which exceeded the simplified acquisition threshold of FAR Part 13, were advanced acquisition milestones prepared and revised when the anticipated award date was delayed more than 30 days? (PAFFARS 5307.104-90(a)(iv) and (v))

A4.1.1.3. (#)Were acquisition strategy panels conducted for nonrecurring acquisitions estimated to exceed \$1,000,000, A-76 initiatives, privatization, and all source selections? (PAFFARS 5307.104-91)

A4.1.1.4. (#)For a source selection, was a source selection plan approved by the source selection authority? (AFFARS 5315.308-90)

**A4.1.2. SOW/PWS/Specifications/QASP Review**

A4.1.2.1. (#)Were performance-based contracting methods used in preparation of the statement of work? (FAR 37.602-1)

A4.1.2.2. (#)Was AFI 63-124 used to develop the statement of work for a service contract over \$100,000 annually unless exempted by the criteria in Attachment 2? (AFI 63-124)

A4.1.2.3. (#)Does the statement of work identify services determined to be essential for performance during crisis according to DoDI 3020.37 and does it specify hours of operation required and the procedures to notify the contractor? (AFI 63-124, Atch 3, para A 3.1)

**A4.1.3. Purchase Request Package**

A4.1.3.1. (#)Was the purchase request properly funded and were adequate funds available? (AFFARS 5332.790(a))

A4.1.3.2. (#)Was a realistic performance period stated? (FAR 11.401)

A4.1.3.3. (#)Was government-furnished property certified as available? (PAFFARS 5345.303-1(90))

A4.1.3.4. (#)Did the requiring activity provide a statement that the government is not requiring ozone-depleting substances? (AFFARS 5323.890-4)

**A4.1.4. Small Business Coordination**

A4.1.4.1. (#)Was a DD Form 2579, Small Business Coordination Record, completed and reviewed by the small business specialist? (DFARS 219.201(d)(10) and AFFARS 5319.501(c))

**A4.1.5. Solicitation Mailing List**

A4.1.5.1. (#)Did the source list reflect that the offerors listed were not included in the List of Parties Excluded from Federal Procurement and Nonprocurement Programs? (FAR 9.404(c)(5))

#### A4.1.6. Determination and Findings

A4.1.6.1. (#)If the contract contains options, did the contracting officer justify and document the use of options? (FAR 17.205)

A4.1.6.2. (#)For an indefinite quantity type contract, did the contracting officer determine whether multiple awards or a single award was appropriate? (FAR 16.504(c))

A4.1.6.3. (#)If the contract includes a warranty, did the chief of the contracting office approve its use, except acquisitions for commercial items for commercial warranties? (DFARS 246.704)

A4.1.6.4. (#)If the contract is incrementally funded, was it approved by HQ PACAF/LGC? (DFARS 232.703-1 and PAFFARS 5332.703-1)

A4.1.6.5. (#)Did the chief or deputy chief of the contracting office approve the use of bonds? (AFFARS 5328.103-1)

#### A4.1.7. Synopsis

A4.1.7.1. (#)Was a synopsis transmitted to the government wide point of entry (GPE) for an action over \$25,000 unless exempted by FAR 5.202? (FAR 5.201(b))

A4.1.7.2. (#)Except for commercial items, was the synopsis posted in the GPE at least 15 days before issuance of the solicitation and was at least a 30 day response time provided if the contract action exceeded the simplified acquisition threshold? (FAR 5.203(a) and (c))

#### A4.1.8. Justification Permitting Other Than Full and Open Competition

A4.1.8.1. (#)Was the specific statutory authority for limiting competition documented? (FAR 6.301(b))

A4.1.8.2. (#)If the acquisition was over \$500,000 to \$10,000,000, did HQ PACAF/LGC approve the Justification and Approval (J&A)? (PAFFARS 5306.304-90(b))

#### A4.1.9. Solicitation Review

A4.1.9.1. (#)If the acquisition was expected to exceed \$100,000, was the solicitation submitted for legal review prior to issuance? (PAFFARS 5301.601-94)

A4.1.9.2. (#)If the acquisition exceeded the threshold established in PAFFARS 5301.9090-1, was the solicitation file submitted electronically to HQ PACAF/LGCR for review not later than two days after issuance? (PAFFARS 5301.9090-2(a))

A4.1.9.3. (#)If HQ PACAF/LGCR reviewed the solicitation file, was a response to the review comments submitted within twenty calendar days? (PAFFARS 5301.9090-4(a))

#### A4.1.10. Solicitation and Amendments

A4.1.10.1. (#)For commercial items acquisition, if the contracting officer included discretionary FAR provisions and clauses, were they included by addendum? (FAR 12.301)

A4.1.10.2. (#)For negotiated acquisitions other than commercial items, was the the uniform contract format used and did the solicitation contain the appropriate clauses and provisions? (FAR 15.204)

A4.1.10.3. (#)For the acquisition of commercial items, was the contract type firm-fixed price, fixed price with economic price adjustment, indefinite-delivery firm-fixed price, or indefinite-delivery fixed-price with economic price adjustment? (FAR 12.207)

A4.1.10.4. (#)Did the solicitation contain the appropriate wage determination? (FAR 22.1012-1)

A4.1.10.5. (#)Were amendments issued to all parties receiving the solicitation and was sufficient time given to offerors prior to the bid opening or closing date? (FAR 14.208 and FAR 15.206)

#### A4.1.11. Preproposal Conference/Site Visit

A4.1.11.1. (#)Was a preproposal conference and site visit conducted and documented in the file? (AFFARS 5314.207-90 or AFFARS 5315.201(c)(8))

#### A4.1.12. Bid/Proposal Review

A4.1.12.1. (#)If best value was used in a competitive negotiation, was the award selection made based on the award criteria stated in the solicitation in Section M? (FAR 15.101)

A4.1.12.2. (#)If past performance tradeoff (PPT) or lowest price technically acceptable (LPTA) selection procedures were used, did the contracting officer, acting as the SSA, document the integrated assessment and award decision? (AFFARS 5315.101-1 and 5315.101-2)

A4.1.12.3. (#)If source selection procedures were used, was a source selection decision document prepared to reflect the SSA's integrated assessment and award decision? (AFFARS 5315.308)

A4.1.12.4. (#)Did the contracting officer document the elements of the negotiated agreement in a price negotiation memorandum (PNM) or prepare a narration of contracting action (NCA) when award was made without discussions? (FAR 15.406-3 and PAFFARS 5315.406-90)

#### A4.1.13. Contract Review and Award

A4.1.13.1. (#)If the contract exceeded \$100,000, was the file submitted for legal review prior to award? (PAFFARS 5301.601-94)

A4.1.13.2. (#)If the contract exceeded the threshold established in PAFFARS 5301.9090-1, was the appropriate clearance accomplished? (PAFFARS 5301.9090-2(b))

A4.1.13.3. (#)Were unsuccessful offerors notified within 3 days after contract award? (FAR 15.503(b))

A4.1.13.4. (#)Were debriefings to offerors conducted timely? (FAR 15.506)

A4.1.13.5. (#)Was the award synopsized in the GPE if over \$25,000 and likely to result in the award of any subcontracts? (FAR 5.301)

A4.1.13.6. (#)Was a DD form 350 prepared for an award action over \$25,000? (DFARS 204.670-2)

A4.1.13.7. (#)Was a public announcement made for contracts over \$5 million? (DFARS 205.303 and AFFARS 5305.303)

A4.1.13.8. (#)Was the Department of Labor notified of the contract award? (FAR 22.1017)

### A4.2. Service/Supply Contracts--Post-Award

#### A4.2.1. Preperformance Functions

A4.2.1.1. (#)Did the contractor provide evidence of the required insurance and was a 30-day written cancellation notice included? (FAR 28.301 and 52.228-5)

A4.2.1.2. (#)Did the contractor furnish all bonds before issuance of the notice to proceed? (FAR 28.103-1)

A4.2.1.3. (#)Were bonds reviewed to determine whether the security provided was adequate? (FAR 28.201)

A4.2.1.4. (#)If a subcontracting plan was required, did the contracting officer review whether subcontracting goals were met? (FAR 19.705-7)

#### A4.2.2. Performance

A4.2.2.1. (#)If insurance (e.g., vehicle insurance) is required, is a current copy of the policy in file? (Applicable Insurance Clause)

A4.2.2.2. (#)Did task/delivery orders issued under an indefinite delivery type contract contain the mandatory information in FAR 16.505(a)(5)? (FAR 16.505(a)(5))

A4.2.2.3. (#)For multiple year and option contracts that include the Service Contract Act of 1965 as amended, were wage adjustments made in compliance with FAR 52.222-43? (FAR 52.222-43)

#### A4.2.3. Modifications

A4.2.3.1. (#)Are modifications properly documented? (FAR 15.406-3(a) and PAFFARS 5315.406-90)

A4.2.3.2. (#)When exercising an option, did the contracting officer provide written notice to the contractor within the time period specified in the contract? (FAR 17.207(a))

A4.2.3.3. (#)Was the appropriate authority cited on the modification (SF 30, Block 13)? (FAR 43.103)

#### A4.2.4. Contract Completion

A4.2.4.1. (#)For contracts above the simplified acquisition threshold, was a DD Form 1597, Contract Closeout Check List prepared? (DFARS 204.804-1(2))

A4.2.4.2. (#)For contracts forwarded to HQ PACAF/LGCR, was a DD Form 1594, Contract Completion Statement prepared and electronically forwarded to HQ PACAF/LGCR? (PAFFARS 5304.804-5(c)(90))

A4.2.4.3. (#)For each contract in excess of \$1M and in excess of \$100K beginning not later than January 1, 1998, was performance evaluated at the time the work under the contract was completed using AFMC Form 162A-1, Contract Performance Assessment Report ? (FAR 42.1502(a) and PAFFARS 5342.1502(a))

### A4.3. Government Property

A4.3.1. (#)Is the contractor's property control system in writing or has the property administrator determined that maintaining a written system is unnecessary? (FAR 45.502(a))

A4.3.2. (#)Is government property segregated from the contractor's property unless it has been determined to be more advantageous to commingle the property? (FAR 45.507)

A4.3.3. (#)When required by the Property Administrator, is the contractor providing receipts for contractor-acquired property prior to submission of invoice billing for such property? (FAR 45.502-1)

A4.3.4. (#)Does the contractor's property control system contain adequate locator system or techniques to permit location of any item of government property within a reasonable period of time? (FAR 45.505(g))

A4.3.5. (#)Does the property control system contain unit prices of all government property? (FAR 45.505-2(a))

A4.3.6. (#)Does the contractor's property control system track Government furnished property? (FAR 45.505-3)

A4.3.7. (#)Does the contractor submit an annual report (DD Form 1662) on DOD property for which the contractor is responsible? Are these reports forwarded to HQ PACAF by 5 November of each year? (PAFFARS 5345.505-14)

A4.3.8. (#)Has the property administrator approved the contractor's type, frequency, and procedures of inventory for government property? (FAR 45.508)

A4.3.9. (#)Is the contractor maintaining, caring for and utilizing government property in accordance with sound industrial practice and terms of the contract? (FAR 45.509)

A4.3.10. (#)Did the Government review and accept the contractor's inspection system? (FAR 52.246-4)

**Attachment 5****CONSTRUCTION CONTRACTS CHECKLIST****A5.1. Construction Contracting--Pre-Award****A5.1.1. Acquisition Plan/Milestones**

A5.1.1.1. (#)If the acquisition exceeded the simplified threshold, was a PACAF Form 226, Advance Acquisition Plan Milestones, prepared? (PAFFARS 5307.104-90(a)(v))

A5.1.1.2. (#)Was a revised PACAF Form 226 prepared if the planned award date was delayed by 30 or more days? (PAFFARS 5307.104-90(a)(v)(D))

**A5.1.2. Specifications/Drawings Review**

A5.1.2.1. (#)Was a joint review by the requiring activity, the contracting activity, and when necessary, the using activity accomplished prior to issuing a solicitation? (PAFFARS 5336.202-90(a))

A5.1.2.2. (#)If more than 120 days elapsed between the date of the joint review and expected solicitation issue date, was another joint review conducted? (PAFFARS 5336.202-90(b))

**A5.1.3. Purchase Request Package**

A5.1.3.1. (#)Was a purchase request properly funded? (AFFARS 5332.790)

A5.1.3.2. (#)If funds were not cited on the purchase request, was a statement included that sufficient funds were held in reserve? (PAFFARS 5332.790(b)(90))

A5.1.3.3. (#)Did the purchase request address statutory cost limitations? (FAR 36.205)

A5.1.3.4. (#)Was an independent government cost estimate submitted on the AF Form 3052, Construction Cost Estimate Breakdown, and was it marked "For Official Use Only"? (DFARS 236.203(c)(i) and AFFARS 5336.402)

A5.1.3.5. (#)Was a realistic performance period stated? (FAR 11.401)

A5.1.3.6. (#)Was a cost breakdown of liquidated damages provided in case of delayed performance? (AFFARS 5311.503)

A5.1.3.7. (#)Were warranty requirements identified? (FAR 46.703)

A5.1.3.8. (#)Was government-furnished property certified as available? (PAFFARS 5345.303-1)

A5.1.3.9. (#)Did the requiring activity provide a statement that the government is not requiring ozone-depleting substances? (AFFARS 5323.890-4)

**A5.1.4. Small Business Coordination**

A5.1.4.1. (#)Was a DD Form 2579, Small Business Coordination Record, completed and reviewed by the small business specialist? (DFARS 219.201(d)(10) and AFFARS 5319.501(c))

**A5.1.5. Solicitation Mailing List**

A5.1.5.1. (#)Did the source list reflect that the offerors listed were not included in the List of Parties Excluded from Federal Procurement and Nonprocurement Programs? (FAR 9.404(c)(5))

**A5.1.6. Determinations and Findings**



A5.1.6.1. (#)If the contract contains the Warranty of Construction clause, did the chief of the contracting office approve its use? (DFARS 246.704)

A5.1.6.2. (#)If the contract contains liquidated damages, was a determination included with a detailed formula showing how liquidated damages were determined? (FAR 11.502(b) and AFFARS 5311.502(b))

A5.1.6.3. (#)If the contract includes government-furnished property, was a determination made that the property was available prior to award? (PAFFARS 5345.303-1)

A5.1.6.4. (#)If the contract contains options, did the contracting officer justify and document the use of options? (FAR 17.205)

A5.1.6.5. (#)For construction work outside the United States, was the file documented on the use of normal construction procedures versus International Balance of Payment (IBOP) procedures? (FAR 25.303)

#### A5.1.7. Synopsis

A5.1.7.1. (#)Was a synopsis transmitted to the Governmentwide point of entry (GPE) and published at least 15 days before issuance of the solicitation for an action over \$25,000 unless exempted by FAR 5.202? (FAR 5.203(a))

A5.1.7.2. (#)If the action exceeded the simplified acquisition threshold, was a 30-day response time allowed for receipt of bids or proposals from the date of issuance of the solicitation? (FAR 5.203(c))

#### A5.1.8. Pre-solicitation Notices/Responses

A5.1.8.1. (#)If the acquisition was expected to exceed \$100,000, was a pre-solicitation notice issued or waived by the Contracting Squadron Commander? (FAR 36.213-2 and PAFFARS 5336.213)

A5.1.8.2. (#)Was the presolicitation notice transmitted and published on the GPE? (FAR 5.204)

#### A5.1.9. Solicitation Review

A5.1.9.1. (#)If the acquisition was expected to exceed \$100,000, was the solicitation submitted for legal review prior to issuance? (PAFFARS 5301.601-94)

A5.1.9.2. (#)If the acquisition exceeded the threshold established in PAFFARS 5301.9090-1, was the solicitation file submitted electronically to HQ PACAF/LGCR for review not later than two days after issuance? (PAFFARS 5301.9090-2(a))

A5.1.9.3. (#)If HQ PACAF/LGCR reviewed the solicitation file, was a response to the review comments submitted within twenty calendar days? (PAFFARS 5301.9090-4(a))

#### A5.1.10. Solicitation and Amendments

A5.1.10.1. (#)Did the solicitation contain the required construction clauses and provisions? (FAR 36.500 and DFARS 236.570)

A5.1.10.2. (#)Was the clause 252.236-7005, Airfield Safety Precautions, included if the project work was on or near an airfield? (DFARS 236.570(b)(3))

A5.1.10.3. (#)Was the clause 252.236-7006, Cost Limitation, included if the project contained statutory cost limitation items? (DFARS 236.570(b)(4))

A5.1.10.4. (#)Did the solicitation contain the correct magnitude of construction? (FAR 36.204)

A5.1.10.5. (#)Did the solicitation contain a realistic performance period? (FAR 11.402(b))

**A5.1.10.6. #** If the solicitation contained multiple performance periods, was Alternate I used with the clause 52.211-12, Liquidated Damages - Construction, and was 52.211-13, Time Extensions, included? (FAR 11.503)

A5.1.10.7. (#)Was a wage determination included? (FAR 22.404-2)

A5.1.10.8. (#)Were amendments issued to all parties receiving the solicitation and was sufficient time given to offerors prior to the bid opening or closing date? (FAR 14.208 and FAR 15.206)

#### A5.1.11. Preproposal Conference/Site Visit

A5.1.11.1. (#)Was a site visit conducted and documented in the file? (FAR 36.210)

#### A5.1.12. Bid/Proposal Review

A5.1.12.1. (#)If best value was used in a competitive negotiation, was the award selection made based on the award criteria stated in the solicitation in Section M? (FAR 15.101)

A5.1.12.2. (#)If past performance tradeoff (PPT) or lowest price technically acceptable (LPTA) selection procedures were used, did the contracting officer, acting as the SSA, document the integrated assessment and award decision? (AFFARS 5315.101-1 and 5315.101-2)

A5.1.12.3. (#)If source selection procedures were used, was a source selection decision document prepared to reflect the SSA's integrated assessment and award decision? (AFFARS 5315.308)

A5.1.12.4. (#)Did the contracting officer document the elements of the negotiated agreement in a price negotiation memorandum (PNM) or prepare a narration of contracting action (NCA) when award was made without discussions? (FAR 15.406-3 and PAFFARS 5315.406-90)

#### A5.1.13. Contract Review and Award

A5.1.13.1. (#)If the contract exceeded \$100,000, was the file submitted for legal review prior to award? (PAFFARS 5301.601-94)

A5.1.13.2. (#)If the contract exceeded the threshold established in PAFFARS 5301.9090-1, was the appropriate clearance accomplished? (PAFFARS 5301.9090-2(b))

A5.1.13.3. (#)Were unsuccessful offerors notified within 3 days after contract award? (FAR 15.503(b))

A5.1.13.4. (#)Were debriefings to offerors conducted timely? (FAR 15.506)

A5.1.13.5. (#)Was the award synopsisized through the GPE if over \$25,000 and likely to result in the award of any subcontracts or if subject to the Trade Agreements Act? (FAR 5.301)

A5.1.13.6. (#)Was a DD Form 350 prepared for an award action over \$25,000? (DFARS 204.670-2)

A5.1.13.7. (#)Was a public announcement made for contracts over \$5 million? (DFARS 205.303 and AFFARS 5305.303)

**A5.2. Construction Contracting--Post-Award****A5.2.1. Preperformance Functions**

A5.2.1.1. (#)Was a notice to proceed issued within the time specified in the contract? (PAFFARS 5311.402)

A5.2.1.2. (#)Were payment and performance bonds and consent of surety submitted and reviewed by the contracting officer using the AF Form 3012, Contract Bonds Checklist? (AFFARS 5328.106-90)

A5.2.1.3. (#)Did the contractor provide evidence of the required insurance and insurance for sub-contractors? Was a 30-day written cancellation notice included? (FAR 28.301 and 52.228-5)

A5.2.1.4. (#)Was a preperformance conference held for contracts in excess of \$100,000 that are substantially performed on Government premises? Were the applicable factors on the AF Form 3035, Pre-performance Conference and Pre-final Payment Checklist, discussed? (AFFARS 5342.503-1)

A5.2.1.5. (#)If a preperformance conference was not held, did the contracting officer write a letter to the contractor explaining the items on the AF Form 3035? (AFFARS 5342.504)

A5.2.1.6. (#)For performance periods over 60 days, did the contractor submit an AF Form 3064, Contract Progress Schedule? (AFFARS 5336.291(a))

A5.2.1.7. (#)Did the contracting officer and civil engineer review the work elements and percentage factors on the AF Form 3064? (AFFARS 5336.291(a))

**A5.2.2. Performance**

A5.2.2.1. (#)Did the contractor start work within the time frame specified in the contract or as authorized by the contracting officer on the AF Form 3064? (FAR 52.236-15)

A5.2.2.2. (#)Was the AF Form 3000, Material Approval Submittal, submitted to the contracting officer within 10 days after commencement of work or as otherwise established by the contracting officer? (AFFARS 5336.290)

A5.2.2.3. (#)Did the contracting officer establish a suspense system to track submission and approval of material submittals? (AFFARS 5336.290)

A5.2.2.4. (#)Was a superintendent with authority to act for the contractor assigned and identified to the contracting officer during the entire contract period? (FAR 52.236-6)

A5.2.2.5. (#)Were AF Forms 3065, Contract Progress Reports, submitted to report contractor progress? (AFFARS 5336.291(b))

A5.2.2.6. (#)Did the contractor and subcontractor submit a fully executed SF 1413, Statement and Acknowledgment, upon award of each subcontract? (FAR 22.406-5)

A5.2.2.7. (#)Did the contractor submit copies of weekly payrolls within 7 calendar days after the regular payment date for the contractor and subcontractors? (FAR 22.406-6)

A5.2.2.8. (#)Did the contracting officer examine the payrolls to ensure compliance with the contract and any statutory or regulatory requirement? (FAR 22.406-6)

A5.2.2.9. (#)If the contractor did not submit payrolls using the Department of Labor Form WH 347, was a DD Form 879, Statement of Compliance, submitted with each payroll report? (DFARS 222.406-6)

A5.2.2.10. (#)Was overtime paid for work more than 40 hours in any workweek at not less than 1-1/2 times the basic rate of pay? (FAR 22.403-3)

A5.2.2.11. (#)Were regular compliance checks conducted at the site using the SF 1445, Labor Standards Interview? (FAR 22.406-7)

A5.2.2.12. (#)Were progress payments properly computed and based on the percentage of completion? (FAR 32.103 and 52.232-5)

A5.2.2.13. (#)Was a retainage withheld from the contractor's invoice when satisfactory progress was not achieved? (FAR 32.103 and 52.232-5)

A5.2.2.14. (#)Did the government receive consideration, assess liquidated damages, or take default action when the contractor failed to perform within the contract performance schedule? Was the file documented to explain the reasons for the action taken? (FAR 49.402-4 and 5)

#### A5.2.3. Modifications

A5.2.3.1. (#)Was additional performance and payment bond protection considered on modifications which increased price? (FAR 28.102-2)

A5.2.3.2. (#)Did the contracting officer obtain consent of surety? (FAR 28.106-5)

A5.2.3.3. (#)If the performance period was extended for 60 days or more, was a revised AF Form 3064 obtained? (AFFARS 5336.291(c))

A5.2.3.4. (#)If a cost estimate breakdown was required from the civil engineer or the contractor, was the AF Form 3052, Construction Cost Estimate Breakdown, used? (AFFARS 5336.402)

A5.2.3.5. (#)For construction projects designed by A-E firms, did the contracting officer determine if changes required were due to an A-E design deficiency? (FAR 36.608)

A5.2.3.6. (#)If a design deficiency resulted in the change, did the contracting officer require the A-E firm to make the necessary corrections at no cost to the Government? (FAR 36.609-2)

#### A5.2.4. Contract Completion

A5.2.4.1. (#)Was final inspection and acceptance made by the government? (FAR 52.246-12)

A5.2.4.2. (#)Was a release of claims and all other final documentation obtained from the contractor prior to final payment? (FAR 52.232-5(h))

A5.2.4.3. (#)Was a DD Form 2626, Performance Evaluation, completed for contracts \$500,000 or more? (DFARS 236.201)

### A5.3. Architect-Engineer Services

#### A5.3.1. Pre-Award

A5.3.1.1. (#)Was a synopsis transmitted to the GPE and published to allow at least a 30-day response time from the date of publication? (FAR 5.203(d) and 5.205(d))

A5.3.1.2. (#)Did the synopsis include the evaluation criteria and relative order of importance? (DFARS 236.602-1)

A5.3.1.3. (#)Was Congress notified 21 days before the initial obligation of funds for A-E services or construction design for military family housing, or restoration or replacement of damaged or destroyed facilities estimated at \$500,000 or more? (DFARS 236.601)

A5.3.1.4. (#)Did the selection board develop a point system to evaluate potential A-E contractors? (AFFARS 5336.602-1)

A5.3.1.5. (#)Did the evaluation board prepare a selection report and recommend, in order of preference, at least three firms that were considered to be the most highly qualified? (FAR 36.602-3)

A5.3.1.6. (#)Was the selection authority at a level appropriate for the dollar value and nature of the proposed contract? (DFARS 236.602-4)

A5.3.1.7. (#)Did the evaluation board review the SF 254 and SF 255 for each firm? (FAR 36.603)

A5.3.1.8. (#)Was an independent government estimate of the cost of A-E services submitted to the contracting officer before commencing negotiations for each action expected to exceed \$100,000? (FAR 36.605)

A5.3.1.9. (#)Were negotiations conducted, beginning with the most preferred firm in the final selection? (FAR 36.606(a))

A5.3.1.10. (#)Did the contracting officer inform the firm that no construction contract may be awarded to the firm that designed the project? (FAR 36.606(c))

A5.3.1.11. (#)If a mutually satisfactory contract could not be negotiated, did the contracting officer obtain a written final offer from the firm and terminate negotiations? (FAR 36.606(f))

A5.3.1.12. (#)Were negotiations then initiated with the next firm on the final selection list? (FAR 36.606(f))

A5.3.1.13. (#)Was the negotiated contract price for A-E services limited to the statutory limitation of 6 percent of the project's estimated construction cost? (DFARS 236.606.70)

A5.3.1.14. (#)Was the SF 252, Architect-Engineer Contract, used to award fixed -price contracts for A-E services when the services are to be performed in the United States, its possessions, or Puerto Rico? (FAR 36.702(a))

#### A5.3.2. Post-Award

A5.3.2.1. (#)Did the contracting officer establish a suspense system to ensure timely design submittals by the A-E? (Contract Statement of Work)

A5.3.2.2. (#)Was a DD 2631, Performance Evaluation (A-E), prepared for each contract of more than \$25,000 after actual construction of the project? (DFARS 236.604)

#### A5.3.3. Indefinite-Delivery/Indefinite-Quantity (IDIQ) Contracts

A5.3.3.1. (#)Were fees under individual orders limited to \$299,000? (AFFARS 5336.691(a))

A5.3.3.2. (#)Were fees under the IDIQ contract limited to \$750,000 for any year or option period? (AFFARS 5336.691(b))

A5.3.3.3. (#)Was the contract awarded for a basic period of not to exceed one year, and no more than four, one-year options? (AFFARS 5336.691(f))

A5.3.3.4. (#)Did the contracting officer document the negotiated agreement for each order and were the differences in labor hours and labor categories between the government objective and A-E proposal explained? (FAR 15.406-3)

#### **A5.4. Simplified Acquisition of Base Engineer Requirements (SABER) Program. (AFFARS APPENDIX DD)**

##### **A5.4.1. Limitations**

A5.4.1.1. (#)Did the contracting officer ensure A-E services were not acquired under SABER? Was the design effort incidental to accomplishing the required task? (DD-104(b))

A5.4.1.2. (#)Were individual SABER delivery orders limited to \$500,000, unless waived by the installation commander? (DD-104(c))

A5.4.1.3. (#)Were non-priced items (NPI) for an individual delivery order limited to 10% of the total value of the delivery order unless waived by the installation commander? (DD-104(d))

##### **A5.4.2. Delivery Orders**

A5.4.2.1. Was a site visit conducted with the SABER program manager/inspector, contracting officer representative, using organization, and contractor to conduct a scope validation prior to proposal submission? (DD-301(b))

A5.4.2.2. After negotiations, did the contracting officer prepare a price negotiation memorandum in accordance with FAR 15.406-3? (DD-301(d))

##### **A5.4.3. Administration**

A5.4.3.1. (#)Were NPIs added to the unit price book and incorporated into the contract by supplemental agreement? (DD-304)

A5.4.3.2. (#)Were liquidated damages included in the delivery orders and assessed in accordance with FAR 11.502 and 36.206? (DD-306)

A5.4.3.3. (#)Did the contracting officer consider additional bonding during the course of contract performance? (DD-307)

A5.4.3.4. (#)Did the contracting officer incorporate new Davis Bacon wage determinations into the contract? (DD-403)

**Attachment 6****SIMPLIFIED ACQUISITION PROCEDURES CHECKLIST****A6.1. General**

A6.1.1. (#)Are purchase requests approved by the proper individual? (AFI 64-109, para 3.2)

A6.1.2. (#)Were funds properly certified as available? (FAR 32.702 and AFFARS 5332.790)

A6.1.3. (#)Do requests for other than full and open competition have the required approval of the competition advocate on the justifications and approvals IAW FAR 6.3 and AFFARS? (AFI 63-301)

A6.1.4. (#)Are proposed contract actions expected to exceed \$25,000 synopsisized unless one of the exceptions in FAR 5.202 applies? (FAR 5.201(b))

A6.1.5. (#)Was the synopsis for non-commercial items published at least 15 days before issuance of the solicitation and was at least 30 days response time provided if the contract action is expected to exceed the simplified acquisition threshold? (FAR 5.203(a) and (c))

**A6.2. Brand Name or Equal Purchase Descriptions**

A6.2.1. (#)Are "brand name or equal" descriptions used only when no applicable specifications exist? (FAR 11.104)

A6.2.2. (#)Is the following statement inserted after each item described in the solicitation? "Offering on: Manufacturer's Name \_\_\_\_\_ Brand \_\_\_\_\_ No. \_\_\_\_\_" (DFARS 211.270)

A6.2.3. (#)Is the clause at DFARS 252.211.7003, "Brand Name or Equal", included? (DFARS 211.270)

A6.2.4. (#)Does the description contain model or make number, brand name, or descriptive literature? (DFARS 211.270-1)

**A6.3. Descriptive Literature**

A6.3.1. (#)Is a contracting officer's justification included in the file documenting why product acceptability cannot be determined without the submission of descriptive literature? (FAR 14.202-5(b) and (c))

A6.3.2. (#)Does the invitation clearly state the requirements for descriptive literature? (FAR 14.202-5(d))

A6.3.3. (#)If the requirements for descriptive literature were waived, were the conditions in FAR 14.202-5(e) met? (FAR 14.202-5(e))

**A6.4. Purchase Orders/Delivery Orders**

A6.4.1. (#)When offers are received from concerns offering both foreign and domestic end items, or when multiple award schedules include both foreign and domestic items, are they evaluated in accordance with the procedures in DFARS 225.502? (DFARS 225.502)

A6.4.2. (#)If only foreign items were available, was a non-availability determination completed IAW DFARS 225.103? (DFARS 225.103)

A6.4.3. (#)Did base supply and medical supply stock fund managers furnish required funding certificates to the contracting squadron at the beginning of each fiscal year? (AFFARS 5332.790(a)(1))

A6.4.4. (#)If orders exceed the micro-purchase threshold and only one response is received or a price variance indicates a lack of adequate competition, is the basis of determining price reasonableness documented in the file? (FAR 13.106-3)

A6.4.5. (#)Do files properly document requests for sole source procurements between the micro-purchase and simplified acquisition thresholds? (AFFARS 5313.106-1)

A6.4.6. (#)Were noncompetitive acquisitions approved by the contracting officer if estimated cost is less than \$100,000? (PACAF/LGC Policy Letter 01-02)

A6.4.7. (#)Were those between \$100,000 and \$500,000 approved by the Contracting Squadron Commander? (PACAF/LGC Policy Letter 01-02)

A6.4.8. (#)Do orders authorizing a quantity variation contain the clause at FAR 52.211-16, "Variation in Quantity"? (FAR 11.703(a))

A6.4.9. (#)Was the variation authorized within 10% (plus or minus)? (FAR 11.701(b), and 11.703(a))

#### A6.4.10. Miscellaneous

A6.4.10.1. (#)When the order involves material of a hazardous nature, is the clause at FAR 52.223-3 included? (FAR 23.303)

A6.4.10.2. (#)When the order involves the purchase of gas in contractor furnished returnable cylinders and the contractor retains title to the cylinders, is the clause at DFARS 252.247-7021 included? (DFARS 247.305-70)

A6.4.10.3. (#)Do purchase orders include the following clauses, as required? (FAR 13.302-5)

A6.4.10.4. (#)Walsh-Healey Public Contracts Act, FAR 52.222-20 (supplies over \$10,000)? (FAR 22.610)

A6.4.10.5. (#)Equal Opportunity, FAR 52.222-26? (FAR 22.802(a))

A6.4.10.6. (#)Affirmative action for special disabled and Vietnam-era Veterans, FAR 52.222-35 (over \$10,000)? (FAR 22.1308)

A6.4.10.7. (#)Affirmative action for handicapped workers, FAR 52.222-36 (over \$10,000)? (FAR 22.1408)

A6.4.10.8. (#)Utilization of small business concerns and small disadvantaged business concerns, FAR 52.219-8 (over the simplified acquisition threshold)? (FAR 19.708(a))

A6.4.10.9. (#)Are integrated material management items purchased using local purchase procedures only when in the best interest of the government in terms of the combination of quality, timeliness and cost? (DFARS 208.7003-1(a)(3))

A6.4.10.10. (#)Do purchase orders for subscriptions, for which advance payment is authorized, contain the provision at FAR 52.213-2, invoices? (FAR 13.302-5(b))

#### A6.5. Federal Supply Schedules (FSS)



A6.5.1. (#)For items available from multiple award schedules, when orders excess \$2,500 are the factors at FAR 8.404-(b)(2) considered to reasonably ensure best value to the government? (FAR 8.404-(b)(2))

#### **A6.6. Unpriced Purchase Orders (FAR 13.302)**

A6.6.1. (#)Do unpriced purchase orders meet the requirements of FAR 13.302-2? (FAR 13.302-2)

A6.6.2. Are realistic monetary limitations established? (FAR 13.302-2(c))

A6.6.3. (#)Is the clause at FAR 52.213-3, "Notice to Supplier" included? (FAR 13.302-5(c))

A6.6.4. (#)Does the contracting office maintain control of outstanding unpriced purchase orders and follow up on orders to ensure timely pricing? (FAR 13.302-2(c))

A6.6.5. (#)Does the contracting officer review invoice prices and, if reasonable, certify and process the invoice for payment? (FAR 13.302-2(c))

A6.6.6. (#)Is follow-up action on delinquent orders documented in the order file? (AFFARS 5313.9001(b))

A6.6.7. (#)Are the clauses set forth in DFARS 213.302-3 incorporated in the first supplemental agreement to a purchase order and the contractor's acceptance obtained by signing and returning the SF 30? (DFARS 213.302-3)

#### **A6.7. Change Orders**

A6.7.1. (#)If the Changes clause (FAR 52.243-1) is cited as the authority, are the changes made only to a) drawings, designs or specifications (when supplies are specifically manufactured for the government); b) method of shipment/packing; or c) place of delivery? (FAR 52.243-1)

A6.7.2. (#)If a change order is issued citing the authority of DFARS 213.302-3(2)(ii)(c), does the modification reflect the contractor's written or oral confirmation of the change? (DFARS 213.302-3(2)(ii)(c))

A6.7.3. (#)Is this authority used only prior to commencement of performance and within the scope of the original order? (DFARS 213.302-3(2)(ii)(A))

#### **A6.8. Cancellations**

A6.8.1. (#)If the contractor has accepted the order in writing, is a termination processed IAW FAR 49 or FAR 12.403(d)? (FAR 13.302-4(a))

A6.8.2. (#)If cancellations are issued by letter, does the contractor acknowledge the cancellation in writing? (FAR 13.302-4(b))

#### **A6.9. Blanket Purchase Agreements (BPA)**

A6.9.1. (#)Does the BPA contain the appropriate clauses as prescribed by FAR 13.303-4? (FAR 13.303-4)

A6.9.2. (#)Is there a statement informing the supplier how to submit invoices? (FAR 13.303-3(a)(6))

A6.9.3. (#)Does the contracting officer furnish the BPA supplier with a list of individuals authorized to place calls either by name of individual or title or position, organization, and the dollar limitations for each call? (FAR 13.303-3(a)(4))

A6.9.4. (#)Are calls over the micro-purchase threshold competed? If not, is documentation in the file to support determinations of fair and reasonable prices? (FAR 13.303-5)

A6.9.5. (#)Are purchases under BPAs reserved for small business unless the contracting officer dissolves the set-aside IAW 13.003? (FAR 13.303-5)

A6.9.6. (#)Does the contracting officer review BPAs at least annually to ensure proper procedures are followed? (FAR 13.303-6)

A6.9.7. (#)Are centralized BPA registers provided to accounting and finance at the end of each monthly report processing cycle? (AFFARS 5313.303-5-90)

A6.9.8. (#)Are BPA calls reported IAW DFARS 204.670-2? (DFARS 204.670-2)

#### A6.9.9. Pre-Prices BPAs

A6.9.9.1. (#)Does the contracting officer sign and date the price list "Approved" after determining prices are fair and reasonable? (AFFARS 5313.303-5-91)

A6.9.9.2. (#)Does the contracting officer establish firm unit prices or obtain price lists for specific periods of time? (AFFARS 5313.303-5-91)